

**UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT**

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GENERAL INFORMATION FOR ARCHITECTS

515 RURAL RENTAL HOUSING

ARCHITECTURAL SERVICES

RD Instructions require "full architectural services" for all RRH complexes. In accordance with Pennsylvania law, persons practicing architecture in the Commonwealth of Pennsylvania must be registered with & licensed by the Pennsylvania *State Board of Examiners of Architects*.

ARCHITECTURAL FEES

RD Instructions state: "Fees for architectural services shall not exceed the fee ordinarily charged by the profession for similar work when RD financing is not involved." The Architect should set a fee sufficient to allow him/her to provide the full service expected by the Owner/Borrower and RD. Fees should be negotiated by the RD Borrower and the Architect and shall be adjusted accordingly for repetitive work. The fees should be consistent with the RD program objectives and the basic design considerations. These fees may be included in the RD loan.

AGREEMENT BETWEEN BORROWER AND ARCHITECT

A written agreement will be required between the RD Borrower and the Architect. The form of Agreement must conform to standard professional practices. AIA Document B141 Owner/Architect Agreement with the RD Guide 4 Attachment 1 (available from the RD State and Area Offices) should include the following. See **Attachment B** for guidance on completing the Agreement.

1. Full Architectural Services (see **Attachment A**). Engineers, landscape architects and other consultants should be coordinated and paid by the Architect.
2. The fee for basic services shall be a Fixed Fee based on a percentage of the estimated construction cost.
3. The Agreement and any amendments to the Agreement shall not be in full force and effect until concurred with in writing by RD. Submit four (4) originals to the RD Area Office for acceptance.

CODES AND STANDARDS

All RRH complexes must be designed in conformance with the following codes and standards (as applicable):

1. PA Uniform Construction Code, i.e., International Building (including Thermal/Energy standards), Plumbing, and Mechanical Codes, current edition, & National Electrical Code (NEC), current edition.
2. Uniform Federal Accessibility Standards (UFAS).
3. Fair Housing Amendments Act of 1988.
4. Americans with Disabilities Act (ADA).
5. Secretary of Interior's "Standards for Rehabilitation" - for Historic Buildings.
6. Rural Rental Housing – Construction & Repair Regulations (RD Instruction 1924-A).
7. State and local codes and standards.

SITE APPROVAL

The Architect should be assured that his/her client has received RD acceptance of the site, prior to proceeding with design development. Environmental issues to be considered include: historic preservation, flood plains, wetlands, farmland, etc.

SUBSURFACE SOILS INVESTIGATION

A Subsurface Soils Investigation Report shall be prepared by a Professional Soils Engineer for each RRH complex. The report should include foundation, compaction, and drainage recommendations. These costs may be included in the RD loan.

DESIGN CRITERIA

1. **General:** RRH complexes must be economical in construction and not of elaborate design or materials. However, cost containment is not to be interpreted as accepting poor design or cheap construction; function, safety, aesthetics, and long term market appeal are equally important. RD Instructions provide that RRH complexes must be residential in character and location and be designed to meet the needs of eligible tenants. Generally, RRH structures should not be more than three stories high.
2. **Elderly Housing:** Central corridor type buildings with elevators are recommended for elderly housing. The character of elderly housing should be residential and "homey," both aesthetically and functionally. The community room (or parlor) should be central and near the front door (off the foyer). Front porches are encouraged for passive/social activity. To the extent possible, the buildings should be architecturally friendly and familiar to the elderly, "like home."

In addition, the following features are needed: 1) emergency call system with automatic lock release at unit entry doors, 2) lever type door hardware, 3) lever control faucets, 4) grab bars at all toilets and tubs, 5) non-scald shower valves.

3. **Land Use:** The number and type of housing units along with parking spaces, recreation and other open spaces shall be determined by the characteristics of the site, location, land cost and acceptability by the community. Generally, RRH complexes should be designed with a minimum of 14 units per acre. Make provisions for trash removal, moving, and emergency vehicle access.
4. **Parking:** Parking to living unit ratios of 1:1 for elderly and 1.5:1 for family type units will generally be considered adequate. Provide handicap parking spaces for residents and visitors.
5. **Flood Plains:** Complexes should not be located in the 100 year flood plain. If near the flood plain, finish floor elevations must be at least one (1) foot above the 100 year flood plain elevation. Provide RD with special design considerations of engineers, USDA/NRCS, or responsible state agencies, and comply with eligibility and insurance requirements.
6. **Grading, Drainage and Excavation:** Surface and subsurface drainage systems shall be provided, as appropriate, for collection and disposal of storm drainage and subsurface water. These systems shall provide for the safety and convenience of occupants and protection of dwellings, other improvements, and usable lot areas from water damage, flooding, and erosion. All excavation shall be unclassified.
7. **Unit Size:** Gross living area for rental units shall be within the following ranges. Living area does not include outdoor storage space or space for heating and cooling equipment.

<u>TYPE OF UNIT</u>	<u>MINIMUM - MAXIMUM LIVING AREA</u>
0-Bedroom Unit	350-500 sq. ft.
1-Bedroom Unit	500-650 sq. ft.
2-Bedroom Unit	650-800 sq. ft.
3-Bedroom Unit	800-950 sq. ft.
4-Bedroom Unit	950-1100 sq. ft.

In townhouse units where living area is on two floor levels, the maximum gross living area may be exceeded by up to 70 square feet, but only to the extent necessary to accommodate interior stairways.

8. **Office, Laundry, Maintenance and Community Space:** Modest office, central laundry, and maintenance facilities must be provided on all RRH complexes. Provide 1 washer and 1 dryer for each 8 to 12 living units. Community spaces at a ratio of about 25 square feet per living unit are needed in elderly housing. In addition, special attention shall be paid to outside play areas on family complexes.

9. **Handicap Accessibility:** At least 5 percent of the units in a complex or one unit, whichever is greater, must be accessible to physically handicapped persons. All sites should be free of architectural barriers to the handicapped.

Some of the areas often overlooked in design for the elderly and handicapped are proximity of parking and service facilities, maximum gradients, alarm and communication devices, kitchen and bathroom usage, accessibility of switches and controls, the need for a feeling of security, facilitation of interaction with others and adequately dealing with the physical barriers encountered by persons with impaired eyesight, hearing, and mobility.

10. **Energy Conservation:** Give maximum consideration to energy conservation and cross ventilation. To keep operating cost to a minimum, units should be individually metered for utilities. Housing, which meets the PA Uniform Construction Code's energy standards, must be economical to heat, easy to maintain, handle moisture build-up problems, and be tightly constructed to control air infiltration. Note the following recommendations:

- a) All windows should be glazed with high performance (low E) insulating glass.
- b) Increase ceiling insulation above R38.
- c) Increase wall insulation above R20. Six (6) inch wall studs are recommended.
- d) Seal plumbing and electrical penetration in top and bottom wall plates to reduce drafts.
- e) Raised roof trusses for full thick insulation at the exterior wall plates.
- f) Slab edge insulation, R8, to break the thermal conductance between the slab and the outside, including under door thresholds.
- g) High efficiency hot water heaters.
- h) Plumbing fixtures should be water conserving.
- i) Energy efficient lighting fixtures.
- j) High efficiency heating systems.
- k) Southern orientation for living areas and wind break plantings.

11. **Lead Base Paints:** Lead based paints shall not be used in facilities designed for human habitation.

DESIGN SUBMITTALS / REVIEWS

1. **Feasibility Report / Schematic Design:** An Architectural Feasibility Report with Schematic Design Drawings and Cost Estimates (**Attachment C**) shall be prepared following a favorable NOFA review. Two (2) copies shall be submitted to the Area Office. The MFH Area Specialist will provide one copy with his/her comments and recommendations to the RD State Architect. When appropriate, the Architect should meet with the RD State Architect for a pre-design conference. Before proceeding with Design Development, obtain RD acceptance of the schematic design concept. Provide the Subsurface Soils Investigation Report to the RD State Architect as early as possible.

2. **Design Development Phase:** Prepare design development documents based on the RD accepted schematic design concept. Review with the State Architect. Site or architectural Mitigating Measures identified in the Environmental Review Documents must be included in the design development documents.
3. **Final / Construction Documents:** Prepare complete Working Drawings and Specifications, including bidding documents, for RD acceptance (**Attachment D**). Provide RD with copies of ALL state and local approvals. Submit three (3) copies of all documents to the Area Office, and obtain RD acceptance of the construction documents prior to bidding or contract negotiation.

WAGE RATES

For projects requiring compliance with the Davis-Bacon Act, wage rates paid for labor must not be less than the prevailing area wages as determined by the Secretary of Labor and these wage rates must be embodied in the construction contract. Wage Rates are not triggered by RD Loans, but may be required for other funding sources. Consult/verify with Legal Counsel. A project wage determination is effective 120 calendar days from the date of determination. The wage determination should include a list of crafts that will be required to complete construction of the project. Contracts must be executed before the determination expires.

BIDDING

Following acceptance of the Plans and Specifications by RD, and completion of administrative requirements, the Area Office will authorize the RD Borrower to Advertise for Bids. Upon receipt of Bids, the Architect will prepare Bid Tabulations and recommendations for the Owner. Two (2) copies of the following shall be forwarded to the Area Office for review and concurrence. One (1) of these copies will be forwarded to the State Office with the recommendations of the Area Office:

1. Proofs of Publication.
2. Bid Tabulations.
3. Architect's Letter of Recommendations to the Owner.
4. Low Bidder's Bid and Bid Bond with Power of Attorney.
5. Contractor's Compliance Statement (RD 400-6).
6. Contractor's Qualification Statement (AIA Doc. A305).

No contract shall be awarded without RD concurrence. All projects must be competitively bid unless waived by the State Director. All addenda issued during bidding must be acceptable to RD.

CONTRACT REVIEW

Five (5) complete sets of original Contract Documents for construction shall be submitted to the Area Office for review and concurrence. One (1) of these copies will be forwarded to the State Office with the recommendations of the Area Office. The Owner/Contractor Agreement and any amendments to the Agreement shall not be in full force and effect until concurred with in writing by RD. The Contract Documents include the following:

1. Notice of Award.
2. Owner/Contractor Agreement with RD Guide 1 Attachment 6.
3. Performance and Payment Bonds (if applicable) with Power of Attorney attached to each Bond, executed in 5 counterparts. Use RD Forms.
4. Certificate of Owner's Attorney.
5. Insurance Certificates.
6. Contractor's Certificates regarding Lobbying, Debarment, and Identity of Interest.

PRECONSTRUCTION CONFERENCE

Prior to beginning construction, the Architect and RD will review the planned development with the Contractor(s), RD Borrower, Attorney, and other interested parties. At this time, the nature of the inspections and each party's responsibilities during the construction process will be discussed. The Notice to Proceed may be issued following this meeting.

INSPECTIONS AND REPORTS

To assure that materials, equipment, and workmanship are of acceptable quality, RD will expect the Architect to inspect the project on a weekly basis and prepare reports for each inspection and job conference. RD will make inspections only as required to satisfy itself as to the progress and quality of the Work, and will visit the site at least once per month to review the contractor's request for payment with the Architect. The Architect is to be considered totally responsible for project inspection and administration.

Inspection reports should list the status of the project, instructions given, upcoming change orders, nature of the deficiencies, those present at the site, and any additional information that should be recorded. Copies of each inspection report, compaction test, and concrete test are to be sent to the RD Area and State Offices on a timely basis.

Punch list and final inspections will be conducted by the Architect. Representatives of RD and the Borrower will be present. A Certificate of Substantial Completion will be prepared upon completion of the complex. See **Attachment E** for a checklist of Final Project Approvals and Documents.

All Plumbing and Electrical work installed underground within the contract limits on the site and inside of all buildings, shall be inspected and approved in writing, (prior to cover up and at final completion), by an Independent Inspection Agency approved by the Architect. The Agency approved shall retain qualified inspectors, certified and licensed by the National Certification Program for Construction Code Inspectors (NCPCCI). See **Attachment D** for the required specification language.

CORRESPONDENCE

All correspondence and drawings must be identified by the name of the loan applicant and location. Provide a transmittal letter for drawings, reports, etc., sent to RD. The Architect may discuss the status of RD review with the State Architect at any time.

RURAL RENTAL HOUSING

ARCHITECTURAL SERVICES

(Excerpt from RD Instruction 1924-A)

The following specific services are required by RD Regulations:

I. Schematic design phase. The architect will:

- (A) Consult with the applicant to obtain available information pertinent to the project requirements.
- (B) Consult with RD State Architect about RD requirements and procedures.
- (C) Assist in preparing the project design after analyzing engineering and survey data on the site selected by the applicant.
- (D) Prepare schematic design studies consisting of drawings and other documents illustrating the scale and relationship of project components for the applicant's approval.
- (E) Submit estimates of current development costs based on current area, volume, or other unit costs.
- (F) When the applicant and RD have accepted the schematic design studies and estimated development costs, the project architect may be authorized to proceed with the next phase.

II. Design development phase. The architect will:

- (A) Prepare the design development exhibits from the accepted schematic design studies for approval by the applicant. These exhibits should consist of drawings and other documents to fix and describe the size and character of the entire project as to structural, mechanical, and electrical systems, materials, and other essentials as appropriate.
- (B) Submit a further statement of probable construction cost.
- (C) Obtain applicant and RD approval of drawings, specifications, and authorization to proceed with next phase.

- III. Construction documents phase. The architect will:
- (A) Prepare the working drawings and specifications from the approved design development drawings and set forth in detail the requirements for the construction of the entire project in accordance with applicable regulations and codes; for example, necessary bidding information, assistance in preparing bidding forms, conditions of the construction contract, and the form of agreement between applicant/owner and contractor.
 - (B) Submit a final and more comprehensive statement of probable development cost. It should show a breakdown of the estimated total development cost of the project and the various trades in enough detail for an adequate review.
 - (C) Obtain the acceptance of the applicant and RD for contract documents, including approval of the final drawings and specifications and authorization to proceed.
 - (D) Discuss with the applicant various items as they develop.
- IV. Bidding or negotiation phase. The architect will, as appropriate, for a bid or negotiated contract:
- (A) Assist in review and selection of bidders and submission of contract documents to selected bidders.
 - (B) Assist in the interpretation of drawings and specifications, and other contract documents.
 - (C) Receive and tabulate all bids.
 - (D) Review the bids and the negotiated proposals and assist in the award and preparation of construction contracts.
- V. Construction phase. This phase includes the administration of the construction contract. It will commence with the award of the construction contract and end when the borrower makes final payment to the contractor. The architect will:
- (A) Attend the preconstruction conference. Advise and consult with the borrower (or the borrower's representative) and issue the borrower's instructions to the contractor.
 - (B) Prepare change orders.

- (C) Keep construction accounts and work as the general administrator of the project during construction.
 - (D) Interpret the contract documents and have the authority to reject all work and materials which do not comply.
 - (E) Review and approve shop drawings, samples, and other submissions of the contractor for conformance with the design concept and for compliance with the contract documents.
 - (F) Conduct periodic inspections of all phases of construction to determine compliance with the contract documents and certify as to the amount of work that is in place and materials suitably stored on site for partial payment estimates. These inspections will be augmented, when necessary, by inspections performed by structural, mechanical, and electrical representatives. Periodic inspections should be made as frequently as is necessary to verify that the work conforms with the intent of the contract documents and that a high quality of workmanship is maintained. The State Director may require a full-time project representative on projects with a total development cost of \$750,000 or more, when in the opinion of the State Director there is a need for such representative, and the State Director states the reasons for such need to the borrower.
 - (G) Determine, based on the inspections, the dates of substantial completion and final completion; receive on the borrower's behalf all written guarantees and related documents assembled by the contractor; and issue a final certificate for payment.
- VI. Warranty phase. The architect will advise and consult with the borrower, as the borrower's representative, about items to be corrected within the warranty period. The architect will accompany the RD representative during the inspection required one month prior to expiration of the warranty period.

OWNER/ARCHITECT AGREEMENT
FULL SERVICE GUIDE
RURAL RENTAL HOUSING

AIA Document **B141-1997 Standard Form of Agreement Between Owner and Architect**, with **RD Guide 4, Attachment 1, Attachment to AIA Document B141-1997**, must be used in connection with RRH architectural projects funded by the USDA/Rural Development. AIA forms are to be provided by the Project Architect.

Notes To The Architect. The Agreement shall contain the following provisions:

1. **Article 1.5.1:** Include the following.

“Basic Compensation shall be a FIXED FEE of _____ Dollars (\$ _____) being approximately _____ % of the estimated construction cost.”

2. **Articles 1.4.2 & 2.9.1:** Include the following.

“This Agreement is modified and supplemented by RD Instruction 1924-A, Guide 4 Attachment 1.”

3. **Article 1.5.9:** The Agreement should be for 24 months or more, depending upon the scope of the Project.

4. **Article 2.8.1:** Modify as follows.

- .1 Shop Drawings, Product Data, etc. will be reviewed as needed for acceptance.
- .2 Visits to the site by the Project Architect during construction will be weekly.

5. Attach **RD Guide 4, Attachment 1, Attachment to AIA Document B141-1997** to the Owner/Architect Agreement AIA Document B141-1997. **Do not otherwise modify the body of the Agreement.**

Note: A minimum of four (4) fully executed copies of the Agreement (one of which is an **original** as required by copyright law) must be submitted to the USDA/RD Area Office for concurrence. All four (4) copies should have **original** signatures.

Note: Where appropriate, a copy of the resolution authorizing the individual to act on behalf of the firm or entity should be attached.

Note: **This instruction sheet shall not become part of the Agreement.**

RD PA (10/01)
Owner/Architect Agreement
FULL SERVICE - RRH
RD PA RRH (3/05)

Instruction sheet for
Document **AIA B141-1997**

RURAL RENTAL HOUSING

ARCHITECTURAL FEASIBILITY REPORT

GENERAL. The following shall be used as a guide for preparation of an Architectural Feasibility Report for Rural Rental Housing proposed to be funded by the United States Department of Agriculture / Rural Development (RD). Provide 1 copy to the RD State Architect and 1 copy to the RD Area Office.

1. **Proposed Facility:**

- a. General description of the proposed facility, construction and design.
- b. Design requirements (site area, zoning, fire zone, use group classification, construction classification, number and type of living units, etc.).

2. **Building Site:**

- a. Amount of land required for intended use.
- b. Location Map of area indicating site location, shopping areas, churches, schools, hospital, residential areas, etc.
- c. Flood Plain Report - NRCS or HUD Flood Map.
- d. Soil Conservation Service soils data.
- e. Zoning Compliance - (local and/or county).
- f. Evidence that public water and sewer services are available for the proposed project. Include water pressure available at the site.
- g. Evidence that the local fire department has the capability (equipment, water availability, etc.) to serve the proposed project.

3. **Schematic Site Plan:**

- a. Site plan including existing contours, trees and other natural features.
- b. Location of building(s), streets, walks, ramps, steps, curbs, parking and related site improvements.
- c. Finish grading and floor elevations.
- d. Proposed surface and subsurface drainage systems including headwalls, catch basins (on and off site).
- e. All existing site utilities underground (on and off site).
- f. Include adjacent land use and building locations, flood plains, sight distances at streets, etc.
- g. Indicate proposed and existing rights-of-way and easements.
- h. Provide photographs of the site and adjacent areas.

4. **Schematic Building Plans and Elevations:**

- a. Building plans with overall dimensions.
- b. Unit floor plans for each living unit type (1/4" scale).
- c. Typical building elevations.
- d. Typical wall section (bearing and non-bearing), including foundation.

5. **Construction Problems:** Indicate in detail - include information on items which may effect the cost of construction and/or acceptability of the site.

- a. Mine subsidence. Existing deep coal or subsurface coal (mined, unmined or stripped) Coal Status Report from Bureau of Mines.
- b. High water table or flood plain.
- c. Land fill or unstable soils.
- d. Natural gas and mineral rights (indicate owner or leasee).
- e. Other.

6. **Cost Estimate:**
 - a. Site development cost.
 - b. Off-site development cost.
 - c. Building construction cost.
 - d. Total construction cost (a + b + c).
 - e. Cost per square foot (building).
 - f. Cost per square foot (total).
 - g. Cost per unit (building).
 - h. Cost per unit (total).
 - i. Architect Fees (Fixed Fee Amount).
 - j. Engineering Costs (explain).
7. **Conclusions and Recommendations:** Include site suitability and/or possible alternatives to the proposed plans.

RURAL RENTAL HOUSING

FINAL DESIGN SUBMITTAL

1. Cover sheet which includes:
 - a. Index of drawings and symbols.
 - b. Location map.
 - c. Design requirements (site area, fire zone, use group classification, construction classification, etc.).
2. Subsurface Soils Investigation Report. Report may be included on drawings or in the specification manual.
3. Site plan which includes:
 - a. Property and topographic survey including existing contours, trees and other natural features.
 - b. Rights-of-way and easements.
 - c. Location of building(s), streets, walks, ramps, steps, curbs, parking and related site improvement details.
 - d. Finish grade contours, spot elevations, first floor elevations, sewer inverts, storm sewer inverts, etc.
 - e. Surface and subsurface drainage systems including headwalls, catch basins, gutters, curbs, sodding, etc.
 - f. All site utilities underground (on and off site).
 - g. Approval by local zoning authority on site plan.
 - h. Limits of construction.
4. Sedimentation and Erosion Control Plan (approval by Conservation District or DER).

5. Landscape planting plan and schedule.
6. Floor plans.
7. Exterior elevations (including foundations).
8. Wall sections and details (including kitchen and bath wall elevations and stair details).
9. Roof plan.
10. Schedules - door (including hardware), window, finish, etc.
11. Foundation plans.
12. Structural and/or framing plans.
13. Heating and ventilating plans and schedules.
14. Plumbing plans, (including site plan and plumbing riser diagrams).
15. Electrical plans, (including electrical riser diagrams and site lighting).
16. Bidding documents and technical specifications (in CSI format). Use RD Guide for the front section (available from the RHS State Office).
17. **Code Certification:** The Design Architect shall complete Form RD 1924-25 “PLAN CERTIFICATION.” All final plans and specifications shall bear the seal of the Design Architect. In addition, consultants shall affix their seal to the documents prepared by them. The following shall appear on each drawing and the cover sheet of the specification manual:

DESIGN ARCHITECT'S CERTIFICATION

This project has been designed by me, or under my supervision, in accordance with the 20__ International Building, Plumbing, and Mechanical Codes, the 20__ National Electrical Code, and applicable Federal, State and local laws, codes and regulations; and to the best of my knowledge and belief, these construction documents are in conformance therewith.

Registered Architect

PA Reg. No.

Date

18. Include the following language relative to plumbing and electrical inspections and final certifications in the Specifications:

All Plumbing and Electrical work installed underground, within the contract limits on the site, and inside of all buildings shall be inspected and approved in writing (prior to cover up and at final completion) by an Independent Inspection Agency approved by the Architect.

The approved Agency shall retain qualified inspectors, certified and licensed by the National Certification Program for Construction Code Inspectors (NCPCCI), to inspect and approve all Plumbing and Mechanical work in accordance with the International Codes and all Electrical work in accordance with the National Electrical Code. Copies of the Inspectors' Certifications shall be posted on the construction site in the job trailer. Approval of the Work shall be documented with the Agency's Approval Sticker on the Job Set of drawings. Provide Certifications of Code Conformance upon completion.

All costs for the services of the Independent Inspection Agency shall be the responsibility of the Contractor.

19. Final plan and specification approvals required (as applicable):

- a. PA Department of Labor and Industry or Local Code Enforcement Building Approval.
- b. Erosion and Sedimentation Control Approval By the Soil Conservation District.
- c. PennDot Approval (Occupancy Permit) of the entrance.
- d. PA DER Sewer Module Approval.
- e. Plumbing and electrical plan review and approval by Certified Plan Reviewer.
- f. Zoning approval.
- g. Local approvals, as applicable.

FINAL PROJECT APPROVALS AND DOCUMENTS CHECKLIST
UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT

PROJECT: _____

LOCATION: _____ **RD AREA OFFICE:** _____

PROJECT TYPE: Rural Rental Housing (RRH) Community Facility (CF) **DATE:** _____

REQ'D REC'D OCCUPANCY

- | | | | |
|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | PA Dept. of Labor & Industry Certificate of Occupancy. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | PA Dept. of Health Certificate of Occupancy. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | Local Certificate of Occupancy or Approval. <input type="checkbox"/> Boro <input type="checkbox"/> Fire Dept. <input type="checkbox"/> _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | PA Dept. of Labor & Industry Elevator Certificate. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. | PA Dept. of Labor & Industry Boiler Approval. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. | Electrical Certificate of Code Conformance. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. | Plumbing Certificate of Code Conformance. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. | Sprinkler System Test Certificate. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. | Water quality test and evidence of plumbing sanitizing. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. | Certificate of Substantial Completion (AIA Document G704) with Punch List. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. | Owner's insurance coverage on the buildings to be occupied. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. | _____ |

FINAL ACCEPTANCE AND CLOSING

- | | | | |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 13. | Final Inspection Report (Form FmHA 1924-12) with all signatures (by RD). |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. | Executed copies of all Contract Change Orders (Form RD 1924-7). |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. | Consent of Surety to Final Payment (AIA Document G707). |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. | Contractor's Affidavit of Payment of Debts and Claims (AIA Document G706). |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. | Contractor's Affidavit of Release of Liens (AIA Document G706A). |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. | Contractor's Release (Form RD 1924-9). |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. | Release of Claimants (Form RD 1924-10). |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. | Builder's Warranty (Form RD 1924-19). |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. | Contractor's Certificate of Actual Cost (Form RD 1924-13). |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. | Termite Treatment Cert. (Forms NPCA-99a & NPCA-99b, See RD AN 3516). |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. | Soil Compaction Certification. |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. | Insulation Certification. _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. | Cabinet Certification (NKCA Seal). _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. | Carpet Certification (backstamped carpet). _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. | Evidence that the Owner has received As-Built Drawings and Warranty Manual. |
| <input type="checkbox"/> | <input type="checkbox"/> | 28. | PA SHPO Certification of Completed Work (for Historic Preservation). |
| <input type="checkbox"/> | <input type="checkbox"/> | 29. | Verification that Environmental Mitigating Measures have been addressed. |
| <input type="checkbox"/> | <input type="checkbox"/> | 30. | _____ |

Note: ALL approvals and documents should be provided to RD prior to Final Payment on the Contract.